

BY ORDER OF THE COMMANDER

SAFB SUPPLEMENT 1

AFI 91-301

21 October 1999

Safety



***Air Force Occupational Safety, Fire Prevention and Health
(AFOSH) Program***

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

★NOTICE: This publication is available digitally on the **SAFB WWW** site and can be accessed at: <http://web.sheppard.af.mil>. If you lack access, contact the OPR or Base Publications Manager.

OPR: 82 TRW/SEG (Mr. Fields)
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HQ AETC/SEG; 2 AF/SE

AFI 91-301, 1 June 1996, is supplemented as follows:

2.5.5.1. (HQ AETC Sup 1). Each 82d Training Wing and 80th Flying Training Wing agency and tenant organization will coordinate all proposed directives containing occupational safety and health guidance with 82 TRW/SE, 82 AMDS/SGPB, 82 AMDS/SGPM and 82 CES/CEF before publication.

2.9.12. The safety-related high interest areas are identified on the 82 TRW/SE's annual inspection schedule that is distributed to base organizations in December of each year.

2.13.13. (Added)(HQ AETC Sup 1). Immediately notify 82 TRW/SE after notification of any on-duty DoD civilian employee death.

★2.14.4. Periodic self-inspections of workplaces for hazards or deficiencies will be conducted monthly. Document these inspections on either a general-purpose form or a computer generated log. This record will contain (as a minimum and as appropriate) the inspector's name, area inspected, inspection date, findings, corrective action, follow-up and closing action(s). Maintain copies of self-inspections for one year.

2.14.19. (Added)(HQ AETC Sup 1). Applicable officials will coordinate all locally written statements of work/need or performance work statements pertaining to service contracts with 82 TRW/SEG, 82 SFS/SFO, 82 AMDS/SGPB, 82 AMDS/SGPM, and 82 CES/CEF prior to submission to the 82d Contracting Squadron. Also, the 82d Contracting Squadron will provide a

copy of these type service contracts' SOWs/SONs or PWS to 82 TRW/SEG on the date of issuance of the solicitation for contract.

★2.14.20. (Added)(SAFB Sup 1). Post an AF Form 457, **USAF Hazard Report**, and prepared AFVA 91-307, **Air Force Occupational Safety and Health Programs**, and SAFBVA 91-1, **Mishap Notification**, on unit bulletin boards.

★7.3. Even though Attachment 6 to the basic instruction allows placement of a trainer/instructor's name on an AF Form 55, the individual's **immediate supervisor** must provide and document SFHOJT, **not** a trainer/instructor. Also, the annual review date for the supervisor's SFHOJT lesson plan will be documented on the plan by the responsible supervisor.

9.5. (HQ AETC Sup 1). The 82d Contracting Squadron will provide the location of this facility prior to a contractor occupying to allow sufficient time for 82 TRW/SEG, 82 CES/CEF, and 82 AMDS/SGPB to complete an inspection.

10.1.1. The 82 SFS Entry Controller will immediately contact 82 TRW/SE when a Department of Labor official seeks entry on Sheppard AFB.

14.1.2. The 82 TRW Installation Safety Council members are:

82 TRW/CV - Chairperson	82 CES/CC
82 TRW/SE	82 SVS/CC
80 FTW/SE	82 SFS/CC
82 SPTG/CC	82 CES/CEF
82 LG/CC	82 MSS/DPCE
882 TRG/CC	82 SVS/SVH
982 TRG/CC	82 AMDS/SGPB
782 TRG/CC	82 AMDS/SGPM
82 MDG/CC	Local 779, NFFE Representative
82 TRG/CC	Local 1731, AFGE Representative
82 CPTS/CC	Local 3718, AFGE Representative

18.5.7. The primary or alternate unit safety representative will monitor the status of their unit's RAC 1, 2, or 3 hazards and notify 82 TRW/SEG when corrective action has been completed. Also, they will prepare an "action completed" AF Form 3, **Hazard Abatement Plan**, and forward it to the applicable agency (safety, fire, or health) who assigned the RAC no later than 10 working days after determining the hazard has been abated.

SHARLA J. COOK, Brigadier General, USAF
Commander